

Job Title: CIVIL ENGINEER IV - SENIOR SQUAD LEADER - IPR#46226

Agency : Department of Transportation

Closing Date/Time: 06/01/2023

Salary: \$5,920 - \$9,230 Monthly

Job Type: Salaried Full Time

County: Edgar

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

***This position is covered by the Revolving Door Prohibition Policy.**

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors employee career portal.**

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Senior Squad Leader.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually
- Employees earn (3) paid Personal Days annually
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for participating in and supervising the activities of engineers and technicians engaged in the preparation of studies and plans for highly complex facility improvements and may review consulting engineer's studies, plans, and specifications on major projects.

Subordinate Technical Personnel: 3 to 8 Engineers and Technicians (Direct) and 1 to 8 Engineers and Technicians during winter months (Indirect)

Number of Projects: 1 to 20 Contracts per year

Contract Value: \$100,000 to \$20,000,000 annually

This position reports to the Project Engineer. Reporting to this position are three to eight engineers and/or technicians.

This position functions in an environment that is characterized by fluctuations in the number of assignments received, consultant work reviewed, seasonal manpower requirements, and prescribed timeframes for completion of assigned projects. The projects assigned to this position entail structures, and multi-job projects that are composed of bridges, numerous miles of mainline highways, or projects in urban areas. This position must maintain flexibility in assigning projects to subordinates because changes in programs often occur to accommodate emergencies or a realignment of priorities. The position is also responsible for monitoring the projects assigned to consultants and serves as liaison between the bureau and consultants.

Typical problems faced by the incumbent include working with subordinates and consultants to resolve technical problems related to studies and plan preparation and developing timetables that facilitate timely completion of projects assigned and he/she must also consider workload fluctuations due to program changes. The incumbent's greatest challenge is to coordinate the efforts of subordinate personnel to meet project deadlines while ensuring documents prepared for transportation facility improvements are completed in the most cost-efficient manner. The incumbent also coordinates the efforts of the squad to facilitate the workflow from consulting engineers to ensure that project schedules will be met, and that studies and plans prepared by consultants will be completed in the most cost-efficient manner.

The incumbent must balance engineering requirements, costs, and public acceptability while ensuring timely project completion. Public involvement including hearings and meetings are handled by this position. The incumbent must coordinate with the Environmental Studies Coordinator in the development of environmental studies. The incumbent is accountable for the determination of grade lines, drainage requirements, pavement analyses, and special details required for complete designs prepared by either the squad or consultants. The incumbent is responsible for the preparation of general notes and/or special provisions to clearly explain special design details or construction procedures.

(Job Responsibilities continued)

The position accomplishes its accountabilities utilizing three to eight engineers and technicians (direct and indirect), who provide timely, accurate, and cost-effective studies and plans documents as assigned in accordance with policies, procedures, design standards, and specifications.

In accomplishing the objectives of this position, the incumbent operates within the limits of prescribed policies, standards, and specifications. This, in conjunction with input from the Project Engineer, serves as the basic restriction to the Senior Squad Leader's ability to make decisions and produce final products. Recommendations pertaining to major changes in consultant prepared studies and plans, departures from original contract specifications and payments to consultants are referred to the Project Engineer for further consideration. With respect to subordinate personnel, the Senior Squad Leader is responsible for evaluating and making recommendations to the Project Engineer on matters pertaining to raises, evaluations and disciplinary action.

Internal contacts include other sections within the district Bureau of Program Development such as CADD; Land Acquisition for survey requests and right of way needs; Project Support for local agency agreements, utility coordination, and railroad coordination; and Programming for estimating and traffic data. The incumbent also has regular contact with the district Bureau of Project Implementation for soil surveys and coordinating pavement rehabilitation strategies and the district Bureau of Operations for landscaping information and determining maintenance and operational issues. Other contacts include the Federal Highway Administration; county and local municipal officials; and private entities, such as property owners and developers; the central Bureaus of Design and Environment, Bridges and Structures; and Safety Programs and Engineering. Districtwide travel is required.

The effectiveness of this position is measured_ by the quantity, quality, timeliness of the studies and plans prepared by the incumbent's squad and consultant engineers, and the ability to meet project deadlines without major corrections or revisions.

Principal Accountabilities

1. Ensures studies and plans prepared within the squad and by consultants are accurate, complete, and in compliance with design standards and specifications, and depict the most cost-effective designs for major projects.
2. Provides liaison between the district Bureau of Program Development and consulting engineers on matters pertaining to transportation facility studies and plans.
3. Motivates, trains and evaluates subordinate personnel.
4. Coordinates the activities of subordinate personnel with other sections within the bureau and consultant engineers to ensure plans are completed in time to meet prescribed letting dates.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.

Qualifications

Position Requirements

- Current registration as a Licensed Professional Engineer in the state of Illinois
- Four years of experience in civil engineering
- Valid driver's license

Position Desirables

- Thorough knowledge of the principles and practices of civil engineering
- Thorough knowledge of modern methods and techniques as applied to the design, construction, and maintenance of public works
- Ability to perform difficult technical research and make comprehensive recommendations on engineering problems
- Good oral and written communication skills

Work Hours: 8:00 AM - 4:30 PM Monday - Friday

Work Location: 13473 Il Highway 133 Paris, IL 61944-6731

Work Office: Office of Highways Project Implementation, Region 3/District 5/Bureau of Program Development

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Environmental & Natural Resources; Leadership & Management

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application

Job Aid

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com